**COCR** recorded and issued

## **DNREC's Brownfield Development Program Process and Associated Templates** (Based on Value Stream Mapping) Technical Track Legal Track Prospective Developer inquires about a property Prepare legal notice for Brownfield Development Agreement (BDA) **Brownfield Application Received** (application online) Negotiations Notice that negotiations are occurring at the site A site number is given & DNREC project officer assigned **Brownfield Application Evaluated Brownfield Certification/Funding Eligibility Letter Sent** Project officers approve the legal notice Conceptual Site Model\_Site Summary (CSM\_SS) submitted At least a week prior to scoping meeting С Legal notice is published (20 day appeal) (CSM SS Template) Project Teams review the CSM\_SS Project Team gets clarification if needed D **Draft BDA received** (blackline preferred) Project officer visits site, if feasible Scoping Meeting Use the CSM\_SS as the guide to develop sampling plan and other data E Develop and negotiate the BDA collection requirement and prepare the Statement of Intent at the meeting **Draft Brownfield Investigation Work Plan submitted & reviewed** Based on the CSM\_SS which includes the Statement of Intent. (BF Investigation Work Plan Template) Prepare memo for signatures addressed to PMII, Attorney General (AG), and project officer 9 **DNREC approves BFI Work Plan** 10 BF Investigation field work takes place **BDA** signed by PMII or Director **Draft BF Investigation Report submitted** 11 (No Brownfield Reimbursement until BDA is signed) (BFI Report Template) **Draft BFI Report reviewed & comments prepared by DNREC** Meeting to discuss comments, if needed Legal notice prepared and submitted 13 **BFI Report Finalized** 20 day comment period Proposed Plan drafted by consultant & reviewed by DNREC 14 (Proposed Plan Template) Copy and Distribute BDA 15 Proposed Plan signed by the DNREC-AWM Director 16 Proposed Plan noticed for public comments (20 days) Receive Draft Environmental Covenant Final Plan Signed SIRB Manager (PMII) signs if no comments received on Proposed Plan Director signs if significant comments received and addressed (Final Plan Template) AG review Environmental Covenant Final Plan public noticed (20 day appeal period) 18 **PM II signs Environmental Covenant** M 19 BF Remedial Design and Action Work Plan submitted (BF Remedial Design and Action Work Plan Template) Mail to BF Developer 20 BF Remedial Design & Action Work Plan reviewed & approved by DNREC **Developer Signature & Recorded** 0 **Remedial Action implemented** Draft Environmental Covenant and Groundwater Management Zone (GMZ), if needed Certificate of Completion of Remedy 22 Construction Completion Report (CCR) & Operations & (COCR) requested Maintenance (O&M) Plan submitted, COCR requested by developer (COCR check list, CCR & O&M Plan Template) Q COCR drafted CCR approved, O&M Plan approved, and Environmental Covenant signed **COCR** signed R 24 COCR issued Site closed if no LTS/O&M issues

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O&M, Long-Term Stewardship (LTS)

Site Closed

If all cleanup is done and no restrictions needed